

**Arizona Department of Education
Exceptional Student Services
400 W. Congress, Suite 241
Tucson, Arizona 85701
(520) 628-6330**

**FY 2002
APPLICATION FOR CAPACITY BUILDING GRANTS**

**Seamless Transition Through
Community Collaboration**

Section 1.0

Major Considerations in the FY 2002 Application Process

1.0

MAJOR CONSIDERATIONS IN THE FY 2002 APPLICATION PROCESS

The Arizona Department of Education, Exceptional Student Services, in concert with the U.S. Office of Special Education and Rehabilitation Services, supports the establishment and operation of collaborative training programs that train teachers to meet the Individuals with Disabilities Education Act requirements and the personnel training needs of individuals serving children with disabilities.

A. Program Rationale –

After confinement, incarcerated students with disabilities experience several obstacles and challenges that can interfere with successful transitioning from a secure care facility to the community. This is due primarily to a lack of transition planning while incarcerated, inadequate interagency collaboration with community service providers, lack of communication and fragmentation of services and agencies, lack of complete educational records for planning purposes, and lack of family involvement.

ACTIVITIES:

The purpose of this grant is to:

- Utilize best practices by
 - ◆ Developing linkages with community, business, and professional organizations.
 - ◆ Creating cooperative contractual agreements among local agencies that provide transitional services to students need to be established in order to maintain a seamless continuum of care
 - ◆ Implementing curriculum that support transition planning (Merging Two Worlds and/or other supportive instructional tools that assists students with social/personal skill development, occupational/employment awareness and guidance, and daily living skills/independent living skills/community awareness)
 - ◆ Establishing a database to track and monitor student progress upon release from the secure facility
 - ◆ Coordinating a planned sequence of services or wraparound services after release in coordination with parole and community agencies

1. Project Abstract: (up to 12 points)

Describe in detail how you will develop a seamless transition program for your secure care facility through community collaboration for successful reintegration from a secure facility to the community. (see attached examples from Florida programs)

- ◆ What service agencies and/or resources currently exist in your community?
- ◆ How will business partnerships be cultivated to provide job/employment skills?
- ◆ How will the activities be coordinated? (see Transition Coordinator position description outline attached)

- ♦ What system will be established for requesting educational records, creating comprehensive individualized transition plans for reintegration into the community, and post-release follow up?
- ♦ How will you identify and utilize existing research-based transition focused curriculum or other supportive instructional tools to assist students with social/personal skill development, occupational/employment awareness and guidance, and daily living skills/independent living skills/community awareness)

2. Timeline (up to 3 points)

- Specify action plan or activities, and anticipated beginning and ending.

3. Evaluation: (up to 3 points)

- How will you know your project/program is effective?
- What performance indicators will you target to measure program success?

4. In-Kind Contributions: (up to 8 points)

- Describe any donations, training tools, mentoring, tutoring, promotional supplies, equipment, cash contributions including stipends, scholarships or salary dollars paid to students or teachers for training, workshops, or other outlays the business partner might contribute unrelated to normal business operations
- Attach a letter of commitment from the business partner(s) outlining the business partnership contributions

5. Sustainability: (up to 4 points)

- Describe your plans to continue the project after the grant period has ended.

Each application will be evaluated on the above criteria with a maximum of 30 points per application.

B. Availability of Funds

Projects will be funded for two one-year grant periods at a maximum amount of \$50,000 per year based on the demonstrated need of the education agency and the number of personnel impacted. Small education agencies are encouraged to link with others and submit a joint application. A grant award may not exceed \$50,000 per year per fiscal agent, no matter how many education agencies participate under the fiscal agent or grant. The total funds available for all grants will not exceed the approved amount per year for two years, renewable for an one-year period. Consideration for renewal will be based on review of the first year financial and narrative completion reports (due 90 days after the end of the project period).

C. Application Specifications and Content

Operational activities are to begin by October 1, 2001, (FY 2002) and end no later than September 30, 2003. Applications should include detailed and specific information on the activities, expected accomplishments, and budget. No monies may be expended for capital outlay, facilities rental, or the administration of the grant excluding indirect costs. If a consultant is utilized name, job description and resume must be attached to application.

Please submit your grant application to the Department of Education, Exceptional Student Services, with all components in the following order:

1. Project profile or summary, which includes:
 - (a) Project director's name, address, and telephone number;
 - (b) Population and geographic area served;
 - (c) Scope of the project, such as number of participants;
 - (d) Significant components of the project;
 - (e) Public Participation Statement form (see Section 3.0 Forms);
 - (f) Participating Education Agencies form (see Section 3.0 Forms);
 - (h) Personnel Information forms (see Section 3.0 Forms).
2. Needs statement.
3. Program goal(s) description(s).
4. Performance objectives, activities, timelines, and specific responsibility statements and evaluation process of the project.
5. LEA Supplemental Funding Application form, signed by the authorized agent. (see Section 3.0 Forms).
6. Budget Report for FY 2002 form (see Section 3.0 Forms).
7. Budget analysis form (see Section 3.0 Forms).

D. Report Requirements

Bi-annual reports evaluating the progress of the grant will be required for continued funding. Reports will be due on December 31 and June 30 of each year.

Section 2.0

Procedures for Writing the Application

2.0 PROCEDURES FOR WRITING THE APPLICATION

2.1 DEFINITION OF GOALS

In order to apply for funding, each application must address only the goal(s) specified in Section 1.0 in the application. Great variety among projects is expected due to each applicant's unique needs.

2.2 GENERAL PROCEDURES

It is suggested that an applicant read the entire application document before initiating Step 1. Copies of all the required forms are present at the end of this section.

- Step 1. Refer to Section 1.0 and determine if the FY 2002 Application SEAMLESS TRANSITION THROUGH COMMUNITY COLLABORATION is/are compatible with the major thrust of your project. The application goal(s) must account for 100 percent of the fund's project requests.
- Step 2. Develop the NEEDS STATEMENT for the goal(s). The needs statement describes the extent to which proposed services relate to the identified need. Please include the reason this training is needed, how your education agency arrived at this conclusion, and who is involved in planning the solutions that you will describe in later parts of this proposal.
- Step 3. Develop the PROGRAM GOAL DESCRIPTION for each goal. The program goal description delineates, in narrative form, what will be accomplished for personnel providing services to children with disabilities, and how it will be accomplished. Be sure to include a narrative section on evaluation.
- Step 4. Develop the PERFORMANCE OBJECTIVES for the selected goal(s). The performance objectives describe, in terms of specific outcomes, what will be accomplished. It should be noted that all objectives should be end-product objectives, not process objectives. It is also important that the objectives are measurable and reflect the intent of the goal(s). In most cases, you will have only one or two objectives for each goal.
- Step 5. Develop the ACTIVITIES for the objective(s). The activities describe how the objectives will be accomplished. If more than one objective has been developed, the activities for the first objective should be presented in sequence, after that the second objective, etc.
- Step 6. Complete the TIMELINE and SPECIFIC RESPONSIBILITY section. This section delineates the timeline for goal completion and who will accomplish the goal's activities.
- Step 7. Complete the LEA SUPPLEMENTAL FUNDING APPLICATION form which includes acquiring the signature of the authorized agent.
- Step 8. Complete the Arizona Department of Education BUDGET REPORT FOR FY 2002 form (Parts A and B). Expenditures should be categorized in accordance with the Uniform System of Financial Records (USFR). The total dollar amount (to cents) for each classification should be recorded in Column 1, with subtotal indicated on Line 38, and total on Line 42. Complete only Parts A and B of this form.

- Step 9. Complete the BUDGET ANALYSIS form for the goal(s). Do not include any project administration costs as you itemize the costs of the goal(s). Administrative costs will be limited to your education agency's approved indirect cost rate or 5%, whichever is lower.
- Step 10. Complete a one-page project profile or summary. Be sure to include the following:
- (a) Project director's name, address, and telephone number;
 - (b) Population and geographic area served;
 - (c) Scope of the project, such as number of participants;
 - (d) Significant components of the project;
 - (e) Public Participation form;
 - (f) Participating Education Agencies form;
 - (g) Personnel Information form.
- Step 11. Mail or bring four copies of the entire application packet with original signature on the LEA SUPPLEMENTAL FUNDING APPLICATION form to the person at the address listed below by **September 14, 2001, 5:00 p.m.**

Tess Alan
Secure Care Coordinator
Arizona Department of Education
Exceptional Student Services
400 W. Congress, Suite 241
Tucson, Arizona 85701
(520) 628-6330

ALL APPLICATIONS MUST BE STAMPED IN AS BEING RECEIVED BY THIS OFFICE BY SEPTEMBER 14, 2001, 5:00 PM. AN APPLICATION POSTMARKED BY THIS DATE AND TIME WILL NOT BE ACCEPTED AS BEING ON TIME AND, CONSEQUENTLY, WILL NOT BE REVIEWED AND EVALUATED FOR FUNDING. FAXED COPIES OF THE APPLICATION WILL NOT BE ACCEPTED.

Section 3.0

Forms

ARIZONA DEPARTMENT OF EDUCATION (ADE)

Successful Strategies for Reintegration from Secure Care to the Community

LOCAL EDUCATION AGENCY APPLICATION

☐

APPLICATION

☐

RENEWAL APPLICATION

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AMENDMENT

The Applicant Agency _____, C.T.D.No. _____, assures the Arizona Department of Education that it will implement the eligible program activities and maintain appropriate documentation to fulfill program requirements.

INSTRUCTIONS: Submit a signed original to appropriate program area office, 1535 West Jefferson Street, Phoenix, AZ 85007

1. Project Director/Contact	Phone No	2. Application Term	3. Project No.
		Begin End	

PROGRAM ASSURANCES:

The applicant agency identified above assures the Arizona Department of Education that it will implement appropriate activities in keeping with the intents and purposes of this grant/project and, where appropriate, 34 CFR 76 (EDGAR); that it will use the current version of the Uniform System of Financial Records for fiscal control and fund accounting procedures, and that it will maintain appropriate documentation for audit and monitoring purposes.

The applicant agency further assures:

1. That it has filed with the Arizona Department of Education its current General Statement of Assurance.
2. That it will comply with Program specific Assurances as they appear in the original application for this project.
3. That any materials produced from the funded projects shall be the property of the State of Arizona and shall be made available to the general public only on a cost recovery basis.
4. That all activities under this application will align any curriculum plans with the Arizona Student Achievement Program.

Signature--Authorized Agent (Submit original signature. Please sign in blue ink.)

Date

Typed Name and Title

Mailing Address

(For SEA Use Only)

The Arizona Department of Education approves the program budget based on the availability of funds and the appropriate program assurances submitted by the applicant school district/agency.

Signature:

ADE Program Authorized Agent

Date of Signature

Signature:

ADE Superintendent (or Authorized Representative)

Date of Signature

ADE 31-204, 11/98

NOTE: In the event of (1) Federal reduction of your program name funds or
(2) another method of disbursement of federal funds, this application MUST BE REVISED.

BUDGET ANALYSIS

Successful Strategies for Reintegration from Secure Care to the Community

1. Applicant/Agency		2. Project No.	
EXPLANATION OF SALARY OR UNIT COST	BUDGET CODE	AMOUNT (GRANT)	AMOUNT (ENTITLEMENT AND LOCAL)

